

**Kitsap 911 Executive Committee Meeting of**

**September 22, 2021**

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director John Gese, Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Board Vice Chair Chief Jeff Faucett, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Administrative Specialist Stephanie Browning.

Absent: Director Becky Erickson and Strategic Advisory Committee Chair Chief Joe Clark

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1300.

**Public Comment:** None

**Additions:** None

**Approval of Minutes from 08/25/2021:** Director David Ellingson made a motion to approve the minutes from 08/25/2021. Motion was seconded by Director Greg Wheeler.

**Additions:** None

**Approval of Payment of Claims-Fund 89822:**

**Director David Ellingson moved approval of A/P 4405 through 4443 Total $140,379.39.**

**Payroll dated 09/03/2021 and 09/17/2021 Total $987,830.39.**

**Motion was seconded by Director Dusty Wiley Motion Passed.**

**Ratification of Executed Contract:**

None

**Executive Director Actions Under Resolution 2020-003-**

No Actions taken

**Finance Report-**

Finance Manager Steve Rogers reported for the month ending August 31, 2021. The revenue actuals have been meeting expectation. Some fluctuation in other revenues have resolved this month. Overall, we have received 8 million in total revenues and approximately 6.4 million has been expended. Salaries and benefits are below budget. No risks reported.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported There are 12.5 vacant position in operations. A new trainee position recruitment is open now until October 8th with a start date in January. The current classes in the academy are headed in the floor for work in three weeks.

**2020 and 2021 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker updated on the following projects:

Ratio System Update- Kitsap 911 has completed the first round of antenna repairs and have identified other areas needing repair. There is an 8-week lead time on the parts and will have an updated timeline in the Nov/Dec meeting.

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messages through the state that switch into Kitsap 911 CAD system. Testing has been successfully completed and technicians are working on resolving issues that were identified during testing. The expectation is still to go live with this system in November.

105-Draft RFP for design and build of the radio replacement – Kitsap 911 is continuing to work to get the RFP out to bid. While writing the RFP it was clear there needed to be two separate ones. Mark Nelson is putting the finishing touches on the RFP and then it will go to the radio steering committee for review.

2019-32 Closest Fire Unit Dispatch – The run cards have been updated and technicians are working with the vendor to resolve some issues with AVL and shared units.

37 Replace Gold Mt Fuel Tank- The vendor has been selected and working on finalizing the contract. Since the project scope has changed the timeline for completion has changed. Director Ellingson said he is fine changing the date to reflect what the actual schedule will be.

107- Establish Governance and Design CAD to CAD Interface (Pierce)- The governance group has been established and will include Kitsap 911 staff, boarder fire chiefs and South Sound 911. The first meeting regarding this will take place in October.

20219-20 Alerting- There continues to be progress. PURVIS sent actual employees to install instead of consultants from BEARCOM, a separate vendor. The upgrades of all station monitors have been completed and everyone except Bainbridge Island Fire has signed off that they were completed.

**Emerging Issues-**

Proposition 2- Executive Director Richard Kirton informed that the Proposition 2 mailer is finalized, and a copy was included in the agenda packet. The mailers are at the print show and the mail house should have it go out the same time as the ballots. The Fire Chiefs are doing a great job on the presentations to the community groups. He is working with the Chiefs to put together a virtual town hall. There was a no statement written and included in the voter pamphlet.

**Good of the Order-**

Mr. Kirton reported Finance Manager Steve Rogers is moving out of state. The good news is he will continue to work for Kitsap 911 remotely and he believes he can perform the full scope of his duties remotely. The Committee was supportive of this and glad to be able to keep him as a part of the staff.

**Adjournment 13:21**

## The next regular meeting of the Kitsap 911 Executive Committee will be October 13, 2021.